

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

AIRPORTS PROPERTIES SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Airports Properties Specialist is the first level in a two level Airports Properties Management series. Incumbents are responsible for performing professional and analytical duties related to airport property management, including contract writing and management, maintaining billing systems and setting rental rates for airport tenants and users.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Airports Properties Specialist is distinguished from the Airports Properties Manager, which is responsible for managing and overseeing comprehensive airport properties management plans and programs.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Prepares requests for proposals, lease documents, permits, agreements, and contracts with the framework of existing airport property management policies and procedures; coordinates contract provisions with other departments and City representatives affected by airport leasing. | Daily
10% |
| 2. | Performs research and develops and makes recommendations for changes and additions to airport policies and procedures as they affect new and existing tenants. | Daily
10% |
| 3. | Inspects airport property and reviews recorded sales. | Daily
10% |
| 4. | Seeks out qualified real estate developers, assisting with negotiations for the development and lease of commercial and industrial airport properties. | Daily
10% |
| 5. | Negotiates leases, permits, agreements, and contracts; prepares related documents for submission to City Council for approval. | Daily
10% |
| 6. | Collects market and engineering data on real estate, conducting comprehensive comparable value studies to establish fair market value for airport properties. | Daily
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Assists in the formulation of airport marketing programs and assists with negotiations for the disposition of real property and real property rights.	Daily 5%
8.	Coordinates with attorneys regarding compliance, lease development, and other matters, including litigation.	Daily 5%
9.	Monitors tenants' compliance in matters involving all contract provisions, including but not limited to insurance, payment, performance/surety bonds, tenant-required improvements, and/or Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) mandates.	Daily 5%
10.	Provides services and assistance to airport tenants.	Daily 5%
11.	Maintains current airport lease management and billing system databases; performs analysis of accounts receivable information, and follows through with collection activities.	Weekly 5%
12.	Performs analysis of accounts receivable information and follows through with necessary collection activities.	Weekly 5%
13.	Prepares annual, quarterly and monthly rental adjustments pursuant to contract/agreement/lease provisions.	As Required
14.	Assists in the establishment of airport rates and charges; prepares and interprets financial and statistical analysis.	Annually 5%
15.	Coordinates and monitors landlord and tenant requirement development/improvements.	Annually 5%
16.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- A Bachelor's Degree in Aviation Management, Public or Business Administration, or closely related field is required; two years of experience related to commercial and/or industrial property management is required,
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Real estate transaction procedures;
- Title searches and examination procedures;
- Real estate lease procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Property management principles and practices;
- Contract provisions utilized in lease and operating agreements;
- Commercial and industrial real estate principles and practices;
- Market information sources;
- Land and building value appraisal methods, principles and practices;
- Common retail business practices;
- Airport rate-setting principles and practices;
- Federal Aviation Administration and Transportation Security Administration regulations, orders, and standards affecting and development, use and management of airport properties, land use and facilities;
- Building and construction trades, methods, principles, practices and techniques.

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Compiling, analyzing, and applying land and improvement value estimations
- Reading and comprehending maps
- Conducting negotiations related to contract and lease agreements and the disposition of property and property rights;*
- Marketing real state and facilities
- Analyzing business proposals
- Preparing financial, technical, and administrative reports
- Comprehending and interpreting, engineering and architectural plans
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Basic contract writing

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008